

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment & Human Resource		
2. Position Title: Assistant Labour Officer	3. Salary Level: 13-12	4. Division: Labour Division (Work Relation Unit) Location: Bairiki
5. Reports To: Labour Officer	6. Direct Reports: Senior Labour Policy Officer, Director of Labour	
7. Primary Objective of the Position: To support and assist the Labour Officer in the efficient executing of the duties and responsibilities of the Work Relations Unit		

8. Position Overview	
9. Financial:	10. Legal: Employment and Industrial Relations Code 2015
11. Internal Stakeholders: Secretary Deputy Secretary Director of Labour Other staff from MEHR HQ and divisions To be referred to Manager: Matters requiring views and approval from HOD and other senior staff	12. External Stakeholders: Trade Unions Employers and Employer Organizations Employees and Trade Unions Government Ministries, SOEs and private sector Daily clients To be referred to Manager High level decision making including matters/ activities requiring approval

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Labour inspection	<ol style="list-style-type: none"> 1. Developing schedules and arranging meeting with employers and employees for labour inspection 2. Site visit/ labour inspection to workplaces 2. Assessing employment documents and submitting to Labour Officers 3. Updating records/ database on outcomes of labour inspection 	<p>Meetings arranged/ convened and schedules submitted to LO & SLPO</p> <p>Inspection completed</p> <p>Employers advised on non-conformities and ways forwards</p> <p>Records updated</p>
Recruiting Agencies	<ol style="list-style-type: none"> 1. Arranging meetings with Recruiting Agencies 2. Assessing RAs submissions for license renewal and quarterly reports 3. Updating records/ database on recruitment of fishers and seafarers 4. Assisting in providing information for handling complaints or attending to RAs requests 5. Assist LOs with inspection to RAs 	<p>Meetings convened</p> <p>License renewed/ RAs advised on requirements</p> <p>Records updated</p> <p>Cases settled</p> <p>Inspection completed</p>

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Day to day clients/ Individual complaints	1. Handling complaints in line with procedures or referring them to supervisors	Cases settled
	2. Updating records on complaints	Records updated

14. Key Challenges	15. Selection Criteria
The post holder is required to work at odd hours for labour inspection especially on child labour or inspection on-board vessels.	15.1 PQR (Position Qualification Requirement): Education: Form 7 Certificate or equivalent Experience: Job Training:
	15.2 Key Attributes (Personal Qualities): Mentally and physically fit

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